

Form D – Name Change for Family

INSTRUCTIONS FOR CHANGE OF NAME

Please read the Instructions for Change of Name carefully or have someone explain them to you. You may use the forms attached or you may re-type the forms using the identical format provided by the Office of the Lieutenant Governor. **All forms must be typed.** Forms may be copied.

THE FOLLOWING FORMS ARE INCLUDED IN THIS PACKET AND MUST BE SUBMITTED UPON COMPLETION:

PETITION

FACT SHEET

NOTICE OF CHANGE OF NAME

ORDER

INSTRUCTIONS FOR COMPLETING THE PETITION (pages 6 to 10)

- (1) This is the official heading. Type in father, mother and minor children's **full , legal name** which would be your name exactly as it appears on your birth certificate unless you have subsequently married or legally changed your name. **DO NOT TYPE IN THE NAME YOU ARE USING NOW UNLESS IT IS YOUR LEGAL NAME.**
- (2) Type father and mother's full, legal name in the spaces provided.
- (3) Type in all information requested for the father. If your father's name is not listed on the birth certificate, type in "unknown".
- (4) Type in father's name as it appears on birth certificate/certificate of naturalization.
- (5) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.
- (6) Type in all information requested for the mother. If your father's name is not listed on the birth certificate, type in "unknown".
- (7) Type in mother's name as it appears on birth certificate/certificate of naturalization.
- (8) Type in all other names you have used even if they were not legal names. If your name has been changed previously, provide the former name, date and the place where the name change(s) was granted. This includes divorced persons whose divorce decree changes their names.
- (9) You must provide a street address. For those islands in those locations where there are no street

addresses you may use a P.O. Box, but please describe the general location of your residence.

- (10) Type in the information requested for all minor children even those whose names are not being changed.
- (11) Check the appropriate response. If either Petitioner has been convicted of a felony, please state the type and date of conviction, and final disposition of the case. Fully explain the charges, the sentence, the terms of parole or probation, the date of final discharge of the sentence, whether there was a delayed acceptance of a guilty plea, if there was a pardon, by whom the pardon was granted.
- (12) Type in the names of the Petitioners exactly as they want them to appear after they are legally changed. Do the same for each of the minor children whose names are being changed.
- (13) Type the names of the Petitioners and minor children as they appear in the heading and then as you want them to appear after they are changed.
- (14) Make sure you date the petition here either at the time you have it notarized or before you have it notarized. **If you date it after the date it is notarized it will not be processed.** Type the name of the city in the second blank.
- (15) Sign the Petition in black ink, exactly as it is typed in the heading. Do not use initials or nicknames in the signature.
- (16) Type the full, legal name of both petitioners.
- (17) **Sign the petition in black ink in front of the notary.** Do not use initials or nicknames, sign your full, legal name. The notary will complete his/her portion of this page.

The **PETITION** for Change of Name must be submitted with the **NOTICE OF CHANGE OF NAME** and **ORDER** properly filled out. The directions for filling out these two documents are provided below.

- 1) **ORDER.**(pages 16 & 17) Type in petitioners name, address and phone number in the space provided. Type in the full, legal name, one on each line after "In the Matter of the Petition of." Type your legal name in the heading exactly as you did on the Petition. Leave the spaces for dates in the body of the document blank, but type in your legal name and your new name in the proper spaces. We will fill in the dates of publication. Submit one (1) original and five (5) copies of the **ORDER** to our office along with the **PETITION**.

Once our office receives the AFFIDAVIT from the newspaper showing publication of your name change, the Lieutenant Governor will sign the administrative ORDER and it will be sent to you. You must file a copy of the ORDER with the Bureau of Conveyances within sixty (60) days after the signing of the ORDER, (See H.R.S. 574-6b).

- 2) **NOTICE OF CHANGE OF NAME.**(pages 18 & 19) At the top left hand corner type your name and address in the space provided. Type your legal name in the heading exactly as you did on the Petition. Type your legal name in the space provided in the body of the document and then the name as you wish it changed, and finally the name of the newspaper which will publish the name change.

Submit one (1) original of NOTICE OF CHANGE OF NAME, copies are not required. Once your Petition has been approved, the Lieutenant Governor will sign the NOTICE and it will be returned to you. **You take the NOTICE to the newspaper agency for publication.** The NOTICE of Change of Name must be published in the newspaper and an affidavit executed within **sixty (60) calendar days** after it is signed by the Lieutenant Governor. **Failure to publish within the time required automatically voids the petition for change of name.**

The petitioner must make sure the newspaper will mail the AFFIDAVIT of publication to our office and a copy of the AFFIDAVIT to you for your files. If we do not receive an AFFIDAVIT from the newspaper at the end of sixty (60) days, we will assume that you did not have the change of name published and your Petition will be voided. NOTE: The newspaper provides the affidavit, you do not have to provide that form.

The Office of the Lieutenant Governor cannot give legal advice regarding name changes. We can only answer questions related to the procedures in granting name changes. IF YOU HAVE LEGAL QUESTIONS, YOU SHOULD CONTACT AN ATTORNEY.

Mail the documents to:

Office of the Lieutenant Governor
P.O. Box 3226
Honolulu, Hawaii 96801

Or deliver documents to:

Office of the Lieutenant Governor
State Capitol
415 South Beretania Street, 5th Floor
Honolulu, Hawaii 96813

For additional information, call 586-0255.

The following must be submitted to the Lieutenant Governor's Office.

_____ **Birth Certificate** A certified copy of your original birth certificate from the state you were born, not older than 90 days prior to submission of your name change forms; foreign birth certificates (must be translated into English); original Certificate of Naturalization or alien registration card and Passport.

_____ **Petition** (original) that has been notarized no longer than 30 days prior to submission.

_____ **Fact Sheet.**

_____ **Orders** (original plus five (5) copies).

_____ **Notice of Change of Name.**

_____ **NON-REFUNDABLE FILING FEE.** Money order or check made payable to the Office of the Lieutenant Governor in the amount of \$50.00. Cash is accepted when you hand carry your documents.

_____ Marriage Certificate, Divorce Decree, Death Certificate, Paternity Documents, Adoption Decree, Guardianship documents, prior name change decree, if applicable (xeroxed copies acceptable).

_____ Consent form, if applicable.

_____ Petitions with liquid paper corrections must be initialed by the notary.

**A PETITION CONTAINING TYPOGRAPHICAL ERRORS,
MISSING INFORMATION OR OTHERWISE NOT IN
CONFORMANCE WITH THESE INSTRUCTIONS WILL NOT
BE ACCEPTED FOR PROCESSING.**

FOR YOUR INFORMATION

Regarding the first page of the **P E T I T I O N**

I.

(3) That your Petitioner is _____;
date of birth is _____;
(petitioner)
place of birth is _____;
(petitioner)
father's name is _____;
(petitioner) (Name as shown on birth certificate)
mother's maiden name is _____;
(First) (Middle) (Surname)

PETITIONER'S PARENTS (not minor's parents)

II.

That your Petitioner is _____;
date of birth is _____;
(petitioner)
place of birth is _____;
(petitioner)
father's name is _____;
(petitioner) (Name as shown on birth certificate)
mother's maiden name is _____;
(First) (Middle) (Surname)

PETITIONER'S PARENTS (not minor's parents)

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

OF THE STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
(1) _____)
 and (father))
)
 _____)
 (mother))
 for themselves and for and on behalf of)
)
 _____)
 _____)
 _____)
 _____)
 minor children,)
)
 For Change of Names)
 _____)

PETITION

TO THE HONORABLE JAMES R. AIONA, JR., LIEUTENANT GOVERNOR OF THE
STATE OF HAWAII:

(2) COMES NOW _____
(father)
and _____ your Petitioners herein, and respectfully
(mother)
pray that an order be entered herein changing their names and the names of their minor child and in
support thereof represent as follows:

(3) I. (father)
That your Petitioner is _____, whose date of
birth is _____;
place of birth is _____;
father's name is _____;
(First, middle, and last name)
mother's name is _____;
(First, middle, and surname)

(4) That the name on the Petitioner's birth certificate/certificate of naturalization is

_____.

(5) That other names Petitioner is using or has used are as follows:

_____.

II. (mother)

(6) That your Petitioner is _____, whose date of

birth is _____;

place of birth is _____;

father's name is _____;

(First, middle, and last name)

mother's name is _____;

(First, middle, and surname)

(7) That the name on your Petitioner's birth certificate/certificate of naturalization is

_____.

(8) That other names Petitioner is using or has used are as follows:

_____.

III.

(9) That your Petitioner's residence is in the State of _____

and their current residence address is _____.

IV.

That your Petitioners are the parents of the following minor children:

	<u>Name on Birth Certificate</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
(10)			

(11)

That your Petitioner Husband:

_____ has not been convicted of a felony.

_____ has been convicted of a felony.

Felony

Date of Conviction

Disposition

If Petitioner Husband has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.
3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

That your Petitioner Wife:

_____ has not been convicted of a felony.

_____ has been convicted of a felony.

Felony

Date of Conviction

Disposition

If Petitioner Wife has been convicted of a felony, respond to the following questions:

1. Fully explain the charges.
2. Fully explain the sentence.

3. Fully explain the terms of parole or probation.
4. Fully explain the date of final discharge of the sentence.
5. Fully explain whether there was a delayed acceptance of a guilty plea.
6. Fully explain if there was a pardon, by whom the pardon was granted.

VI.

That this Petition is not filed for the purpose of avoiding payment of debts to creditors; your Petitioners have been and are good law-abiding citizens and your Petitioners state that this Petition for Change of Name is not for wrong or fraudulent purposes.

VII.

- (12) That your Petitioners are now requesting that they be permitted to change their names to

_____ and _____,
(father) (mother)
and of their minor children to _____,
_____ and _____.

WHEREFORE, your Petitioners pray that an order be entered herein changing the names as follows:

- (13) FROM TO

- (14) DATED: _____, Hawaii.

- (15) _____
Petitioner (Father sign name in full)

Petitioner (Mother sign name in full)

State of Hawaii)
)
County of _____)
(Honolulu, Hawaii, Maui, Kauai))

(16) _____ and
 (father)
_____ being first duly sworn on oath depose
 (mother)
and say:

That they are the Petitioners named herein, that they have read the foregoing Petition, know the contents thereof, and that the same are true to the best of their knowledge.

(17)

	<hr/>
	Petitioner (Father of minor)
	<hr/>
	Petitioner (Mother of minor)

Subscribed and sworn to before me

this _____ day of _____ 20____

Notary Public, State of Hawaii

My Commission expires:

The following is to be signed by the minor (over the age of ten) and returned with the Petition for change of name.

CONSENT TO CHANGE OF NAME

I, _____, whose parents (Petitioners) are
_____ and _____
presently residing at _____,
do hereby consent to having my name changed from _____
to _____.

DATED: _____

Signature of Minor

Signature of Petitioner (Father)

Signature of Petitioner (Mother)

FACT SHEET

(INFORMATION REGARDING THE FATHER OF MINOR CHILD)

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
-------------------	-------------------------	--------------------------

<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
----------------------	------------------------	-------------------------

6. List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
-------------	----------------------	-----------------------

7. What is the reason for legalizing this name change?

8. I was born/married in the State of Hawaii, and wish to have the name on my birth certificate () or marriage certificate () amended in the following way: (check appropriate box)

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

FACT SHEET

(INFORMATION REGARDING THE MOTHER OF MINOR CHILD)

Each Petitioner shall answer the following questions fully and completely and submit this FACT SHEET with your Petition for Change of Name.

1. What is the name on your Birth Certificate? What is the File No? Dated

2. What is the name on your Certificate of Naturalization? What is the No? Dated

3. What name appears on your social security card?

4. What name do you use in your employment?

5. List all of your marriages, divorces, dates and places thereof:

<u>Married to</u>	<u>Date of Marriage</u>	<u>Place of Marriage</u>
-------------------	-------------------------	--------------------------

<u>Divorced From</u>	<u>Date of Divorce</u>	<u>Place of Divorce</u>
----------------------	------------------------	-------------------------

6. List the names, date and place of birth of all your living children:

<u>Name</u>	<u>Date of Birth</u>	<u>Place of Birth</u>
-------------	----------------------	-----------------------

7. What is the reason for legalizing this name change?

8. I was born/married in the State of Hawaii, and wish to have the name on my birth certificate () or marriage certificate () amended in the following way: (check appropriate box)

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

(Birth)	_____	_____	_____
	First Name	Middle Name	Last Name

)
)
)

REGULAR SYSTEM

Telephone #:

STATE OF HAWAII

For Change of Names

ORDER

ORDER

The Notice of Change of Names of _____,

_____, _____,

_____, and _____

having been published on _____ in a newspaper of general circulation in the
State of Hawaii, I, James R. Aiona, Jr., Lieutenant Governor of the State of Hawaii, by virtue
of the authority vested in me by law and thereunto enabling, do hereby order that the names of

_____, _____, _____,

_____, and _____

shall be changed to _____,

_____, _____ and _____

effective _____.

Dated: Honolulu, Hawaii: _____

JAMES R. AIONA, JR.
Lieutenant Governor of the State of Hawaii

Name

Address

City, State, Zip Code

Telephone #

IN THE OFFICE OF THE LIEUTENANT GOVERNOR

STATE OF HAWAII

In the Matter of the Petition)
)
 of)
)
 _____)
 and (father))
)
 _____)
 (mother))
 for themselves and for and on behalf of)
)
 _____)
)
 _____)
)
 _____)
 minor children)
 For Change of Names)
 _____)

NOTICE OF CHANGE OF NAMES

Upon consideration of the Petition of _____,

_____, _____,

_____ and _____,

and there appearing to me to be good reasons for granting the same:

NOW, THEREFORE, by virtue of the authority vested in me by law and thereunto enabling, I, James R. Aiona, Jr., Lieutenant Governor of the State of Hawaii, do hereby give public notice that the names of _____, _____, _____, _____, _____ and _____ shall be changed to _____, _____, _____ and _____ upon a single publication in the _____, a (Name of Newspaper) newspaper of general circulation in the State of Hawaii, published at _____, Hawaii.

DATED: Honolulu, Hawaii _____

JAMES R. AIONA, JR.
Lieutenant Governor of the State of Hawaii

FATHER
SURVEY SHEET ON VOTER REGISTRATION
FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

_____ I am not a registered voter and I am NOT interested in registering under my new name at this time.
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

_____ I am NOT a registered voter, but would like to register to vote under my new name.

_____ I am a registered voter and would like my new changed on the voter registration list
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE
FORMS.

_____ I am a registered voter and would like my name and address chnaged on the voter registration list.
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE
FORM.

When you have your name changed legally, you need to change your voter registration as well.
Please fill out the information below and return this form with your name change Petition. When your name
change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect
your new name.

1. I am registered to vote on _____
(Island)
2. My name is being changed from _____
to _____
3. My residence address is _____
4. My telephone number is (H) _____ (B) _____
5. My mailing address is _____
6. My social security number is _____
7. My date of birth is _____

Signed, _____
(New Name)

Name Change Effective on: _____

Name Change granted by the Lt. Governor on: _____

MOTHER
SURVEY SHEET ON VOTER REGISTRATION
FOR AMERICAN CITIZENS ONLY

(CHECK ONLY ONE OF THESE)

_____ I am not a registered voter and I am NOT interested in registering under my new name at this time.
STOP. DO NOT FILL OUT OR SIGN THIS FORM.

_____ I am NOT a registered voter, but would like to register to vote under my new name.

_____ I am a registered voter and would like my new changed on the voter registration list
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHNAGE
FORMS.

_____ I am a registered voter and would like my name and address chnaged on the voter registration list.
PLEASE COMPLETE THIS FORM, SIGN IT AND RETURN WITH YOUR NAME CHANGE
FORM.

When you have your name changed legally, you need to change your voter registration as well.
Please fill out the information below and return this form with your name change Petition. When your name
change order is signed by the Lieutenant Governor, your voter registration will automatically update to reflect
your new name.

1. I am registered to vote on _____
(Island)
2. My name is being changed from _____
to _____
3. My residence address is _____
4. My telephone number is (H) _____ (B) _____
5. My mailing address is _____
6. My social security number is _____
7. My date of birth is _____

Signed, _____
(New Name)

Name Change Effective on: _____

Name Change granted by the Lt. Governor on: _____